Configuration Management (CM) Subgroup
Meeting #5 Minutes
Thursday May 24, 2001 10:00-11:00 AM
Room 4653 ROB3

Attendance:

Name	Present
Wanda Broadus	
Dan Callahan	Present
Nina Colon	Present
Bill Hughes	Present
Ron Langkamp	
Denise Merchant	
Robert Morse	Present
Mark Polanskas	Present
Cheryl Queen	
Mike Rockis	
Slawko Semaczuk	

Preparation For the Meeting:
Documentation for the meeting was sent electronically. Hard copies of CM deliverables and work products were provided in an indexed binder given to each attending person.

Results of Meeting Goals:
Update on the status of the 3 charters:
> Cheryl is reviewing the 3 charters and 3 other deliverables/work products; expected response date of June 4.

SAPG is proposing to align the Enterprise CCG with the VDC Transition Planning Meeting. Initiatives are underway to explore this option. Progress reporting is not expected before June 7.

Index of deliverables / work products reviewed and following documents approved by subgroup::
- SFA Configuration Management (CM) Subgroup charter
- SFA Enterprise Level Change Control Group (CCG) charter
- SFA Enterprise Level Configuration Management charter
- Configuration Management Plan template
- CM Policy
- CM Process Guide

Identification of the appropriate personnel / representation for the SFA Enterprise Level Change Control Group (CCG) and the SFA Enterprise Level Configuration Management (CM), and identification of the appropriate process to acquire attendance by the appropriate personnel/ representatives was rescheduled for Meeting #6.

Meeting #6 time TBD.

Topics for Meeting #6
Receive an update on the index of deliverables/work products
Approve documents issued to date
Decide appropriate personnel/representation for SFA Enterprises CCG and SFA
      Enterprise Level CM. Decide appropriate process to acquire attendance by the
      appropriate personnel/representatives
Initial deployment of Enterprise level CCG and CM